

Potomac CFC  
3310 Shannon Park Drive  
Fredericksburg, VA 22408

I am a member of : ☒ \$150-\$499 Friend of the CFC  
☒ \$500-\$999 CFC Hero ☐ \$1,000-\$2,499 Stars & Stripes  
☐ \$2,500-\$4,999 Patriot ☐ \$5,000 and above Platinum  
☐ I do not wish to be recognized for my gift.

CFC Campaign  
Number 0898

City/State Code: 51 1021

ATTENTION PAYROLL OFFICES:  
Only use this number to identify the local  
campaign.

Enter Last Name, First Name, and MI

Doe, John A.

Check (if applicable)

☒ Civilian  
☐ Military

Military Branch of Service and Department

US Army, USACIDC 123-45-6789

SSN/ Employee ID

Work Phone Number

571-305-0000

Work Address & Zip Code

27130 Telegraph Rd Quantico, VA 22134

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution.  
Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL			
	\$	X 12 months	\$
Civilian Payroll	\$ 30.00	X 26 pay periods	\$ 780.00 ←

Check / Cash Amt.: \$ Check Number:

(make check payable to the Combined Federal Campaign)

Date of Contribution: 1 Oct 2011

CFC organizations do not provide goods or services in whole or partial consideration for  
any contributions made to the organizations via this pledge card.

#### INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your  
name, to the charity(ies) to which you made a pledge. Do not enter  
your work address or email.

Home Address 123 Main St

Hometown, VA 22222

Personal Email Address johndoe@gmail.com

☒ In addition to my contact information, I authorize the CFC to release the  
amount of my pledge to the charity(ies) I designated above.

Charity Code

Annual Amount

0	0	0	0	0	\$ 156.00
0	0	0	0	0	\$ 156.00
0	0	0	0	0	\$ 156.00
0	0	0	0	0	\$ 156.00
0	0	0	0	0	\$ 156.00

DESIGNATED GIFT: To designate to one or more charities or  
federated groups, fill in the charity code(s) and dollar amounts  
above. Undesignated gifts are distributed among all organiz-  
ations in proportion to their pledges.

#### PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed  
during 2012 to deduct the amount(s) shown above from my pay each pay period during the  
calendar year 2012 starting with the first pay period that begins in January and ending with  
the last pay period that begins in December, and to pay the amounts so deducted to the  
Combined Federal Campaign shown above. I understand that this authorization may be  
revoked by me in writing at any time before it expires.

Signature Signature Date 1 Oct 2011

OPM 1654  
Revised May 2011

## Civilian Payroll Contribution

Potomac CFC  
3310 Shannon Park Drive  
Fredericksburg, VA 22408

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☐ \$2,500-\$4,999 Patriot ☐ \$5,000 and above Platinum  
☐ I do not wish to be recognized for my gift.

CFC Campaign  
Number 0898

City/State Code: 51 1021

ATTENTION PAYROLL OFFICES:  
Only use this number to identify the local  
campaign.

Enter Last Name, First Name, and MI

Doe, John A.

Check (if applicable)

☐ Civilian  
☒ Military

Military Branch of Service and Department

US Army, USACIDC 123-45-6789

SSN/ Employee ID

Work Phone Number  
571-305-0000

Work Address & Zip Code

27130 Telegraph Rd Quantico, VA 22134

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution.  
Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL	\$ 65.00	X 12 months	\$ 780.00
Civilian Payroll	\$	X 26 pay periods	\$

Check / Cash Amt.: \$ Check Number:

(make check payable to the Combined Federal Campaign)

Date of Contribution: 1 Oct 2011

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any contributions made to the organizations via this pledge card.

#### INFORMATION RELEASE (OPTIONAL)

Any information you enter below will be released, along with your  
name, to the charity(ies) to which you made a pledge. Do not enter  
your work address or email.

Home Address 123 Main St

Hometown, VA 22222

Personal Email Address johndoe@gmail.com

☒ In addition to my contact information, I authorize the CFC to release the  
amount of my pledge to the charity(ies) I designated above.

Charity Code

Annual Amount

0	0	0	0	0	\$ 156.00
0	0	0	0	0	\$ 156.00
0	0	0	0	0	\$ 156.00
0	0	0	0	0	\$ 156.00
0	0	0	0	0	\$ 156.00

DESIGNATED GIFT: To designate to one or more charities or  
federated groups, fill in the charity code(s) and dollar amounts  
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ations in proportion to their pledges.

#### PAYROLL DEDUCTION AUTHORIZATION

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during 2012 to deduct the amount(s) shown above from my pay each pay period during the  
calendar year 2012 starting with the first pay period that begins in January and ending with  
the last pay period that begins in December, and to pay the amounts so deducted to the  
Combined Federal Campaign shown above. I understand that this authorization may be  
revoked by me in writing at any time before it expires.

Signature Signature Date 1 Oct 2011

OPM 1654  
Revised May 2011

# Military Payroll Contribution

Potomac CFC  
3310 Shannon Park Drive  
Fredericksburg, VA 22408

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☒ \$500-\$999 CFC Hero ☐ \$1,000-\$2,499 Stars & Stripes  
☐ \$2,500-\$4,999 Patriot ☐ \$5,000 and above Platinum  
☐ I do not wish to be recognized for my gift.

CFC Campaign  
Number 0898

City/State Code: 51 1021

**ATTENTION PAYROLL OFFICES:**  
Only use this number to identify the local campaign.

Enter Last Name, First Name, and MI

**Doe, John A.**

Check (if applicable)

☒ Civilian  
☐ Military

Military Branch of Service and Department

**US Army, USACIDC 123-45-6789**

SSN/ Employee ID

Work Phone Number

**571-305-0000**

Work Address & Zip Code

**27130 Telegraph Rd Quantico, VA 22134**

**CONTRIBUTION:** Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL			
	\$	X 12 months	\$
Civilian Payroll	\$	X 26 pay periods	\$

Check / Cash Amt.: \$ **780.00** < Check Number: **#1234**  
(make check payable to the Combined Federal Campaign)

Date of Contribution: **1 Oct 2011**

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

**DESIGNATED GIFT:** To designate to one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

**INFORMATION RELEASE (OPTIONAL)**

Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address **123 Main St**

**Hometown, VA 22222**

Personal Email Address

**johndoe@gmail.com**

☒ In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

**PAYROLL DEDUCTION AUTHORIZATION**

I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Cash or Check Contribution (Civ or Mil)**



# KEYWORKER'S REPORT ENVELOPE



AGENCY  
CFC NO. \_\_\_\_\_  
( ) Partial Report  
( ) Final Report

## COMBINED FEDERAL CAMPAIGN

Your Name \_\_\_\_\_  
Keyworker's Name USACIDC  
Installation or Agency G-3  
Division or Unit 27130 Telegraph Rd  
Mailing Address Quantico, VA 22134  
City & State (571)305-0000 Zip Code  
Keyworker's Duty Phone Number 27  
Number of Employees Assigned to Solicit Mr. Steve Murane  
Name of CFC Project Officer

Contributions Enclosed In This Kit  
Number by Payroll Deduction 2 Amount \$ 1560.00  
Number by Cash or Check 1 Amount \$ 780.00  
Number in Sealed Envelope \_\_\_\_\_ Amount XXXXXXX  
Total Number Contributions 3 Known Total \$ 2340.00

### DO NOT WRITE IN THIS SPACE (For Use by CFC Accounting Agents)

	Number	Amount
Payroll Deductions	_____	\$ _____
Cash Contributions	_____	\$ _____
Confidential Contributions	_____	\$ _____
TOTAL	_____	\$ _____

### ROLE OF A KEYWORKER:

You are the key to success of the CFC. Your positive attitude and enthusiasm will help assure a favorable response from the fellow employees you have been assigned to solicit. You are the official representative of the many worthy agencies that depend on the CFC to provide funds to help people in need in our community, elsewhere in the nation and around the world. Thank you for accepting this important assignment.

### INSTRUCTIONS:

### SUGGESTED CAMPAIGN PROCEDURES:

1. PUT UP CFC POSTERS and keep them displayed throughout the campaign.
2. HAND OUT FORMS. Give each person on your list a set of pledge forms and a contributor's leaflet. Encourage giving by payroll deduction. It makes giving easier than a one time cash gift.
3. SHOW CFC FILM. Check with your project officer or agency head regarding a group meeting or rally to kick-off the campaign and show the CFC film.
4. SET THE PACE by giving generously yourself before you collect the pledges of your fellow employees.
5. ENCOURAGE DESIGNATIONS. Urge contributors to designate the federations or agencies of their choice to receive their contribution.
6. COLLECT PLEDGES AND CASH. For those giving by payroll deduction, collect Copy #2 and the cash, check or money order. Contributors retain Copy #3 for their tax records.
7. FOLLOW UP. Strive for maximum participation. Follow up on those on leave or travel status.
8. CHECK RETURNS FOR ACCURACY. Examine each pledge form for legibility, accuracy and completion. Resolve any apparent errors with the contributor.
9. FILL IN THIS REPORT. Please summarize all contributions returned in this kit in space provided above. Use the reverse side of this envelope to list names of those contributors who qualify for awards.
10. TURN IN THIS KIT to the CFC Project Officer for your agency who will then forward the Payroll Authorization Forms to your agency's

# POTOMAC COMBINED FEDERAL CAMPAIGN

TYPE OF GIFT	MILITARY		CIVILIAN		TOTAL	
	# OF DONORS	\$ AMOUNT	# OF DONORS	\$ AMOUNT	# OF DONORS	\$ AMOUNT
<b>PAYROLL DEDUCTION</b>						
Designated	<u>1</u>	<u>\$780.00</u>	<u>1</u>	<u>\$780.00</u>	<u>2</u>	<u>\$1560.00</u>
Undesignated	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
Subtotal	<u>1</u>	<u>\$780.00</u>	<u>1</u>	<u>\$780.00</u>	<u>2</u>	<u>\$1560.00</u>
<b>CASH</b>						
Designated	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
Undesignated	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
Subtotal	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<b>CHECKS</b>						
Designated	<u>      </u>	<u>      </u>	<u>1</u>	<u>\$780.00</u>	<u>1</u>	<u>\$780.00</u>
Undesignated	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
Subtotal	<u>      </u>	<u>      </u>	<u>1</u>	<u>\$780.00</u>	<u>1</u>	<u>\$780.00</u>
<b>TOTAL</b>						
Designated	<u>1</u>	<u>\$780.00</u>	<u>2</u>	<u>\$1560.00</u>	<u>3</u>	<u>\$2340.00</u>
Undesignated	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
TOTAL	<u>1</u>	<u>\$780.00</u>	<u>2</u>	<u>\$1560.00</u>	<u>3</u>	<u>\$2340.00</u>

\_\_\_\_\_  
Your Signature/Date

\_\_\_\_\_  
Keyworker or Dept. Representative Signature/Date

\_\_\_\_\_  
LFCC Signature/Date

\_\_\_\_\_  
PCFO Signature/Date

•	Number of Leadership Gifts	•
•	\$150-\$499 Friend of the CFC	•
•	<u>3</u> \$500-\$999 CFC Hero	•
•	\$1,000-\$2,499 Stars and Stripes	•
•	\$2,500-\$4,999 Patriot	•
•	\$5,000 and above Platinum	•
•		•